

CITY OF BURBANK

DEPUTY DIRECTOR OF PARKS & RECREATION - PARK SERVICES

DEFINITION

Subject to administrative determination of policy, to plan, organize, lead and control the work of the Park Division of the Parks & Recreation Department in the planning, development, and maintenance of areas and facilities for park and recreation usage; and to do related work as required.

ESSENTIAL FUNCTIONS

Responsible for the design and preparation of functional and detailed plans and specifications for land development for municipal park and recreation usage and maintenance of master plans of park areas; preparation of cost estimates and contract documents; schedules, coordinates, and directs the work of the land improvement construction and maintenance; directs the program of maintenance of park and parkway trees throughout the City; directs the landscaping and maintenance of other public grounds; administers the maintenance and operations of golf facilities; prepares and administers the Park Division budget; supervises, trains, evaluates, and develops employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including terminations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - present day concepts of park and recreation functions; horticulture, landscape architecture, arboriculture and park management; the principles and practices of sound personnel management and supervision; the field of management.
- Ability to - apply such knowledge to park construction, operations, and maintenance; originate and formalize detailed plans and specifications for park land development; plan and execute budget; prepare and present effective written and oral communications; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a major in park management, landscape architecture, or a closely related field and four years of technical and management experience, of which at least three years must have included the responsibility for planning, developing, and administering major park construction and operational programs. NOTE: A Master's degree in park management, landscape architecture, or public administration may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.